

# ISD News and Views

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## Commentary

The Montana Historical Society has provided a two-part series for the Agency Spotlight section of *News and Views*. Part One, in this month's issue, contains information on what an archives is and what it does. Next month, Part Two will present some of the problems faced in the archiving of electronic records. Special thanks to Kathie Otto of the Historical Society for providing this informative two-part series.

## Agency Spotlight

### Montana State Archives

#### Part One of a Two-Part Series

There is a *Shoe* cartoon in which the Professor declares, "This is not a dump, it's an archives." When asked, "What's the difference?", he replies, "An archives is a dump without the seagulls." State government users and creators of electronic records need to be familiar with the existence and function of Montana's State Archives.

The State Archives is part of the Montana Historical Society. For more than a century, the Society acted as the unofficial archives for state government. It was not until 1969 that the State Legislative Assembly recognized the need for an official state archives and designated the Montana Historical Society to fill that role. Current state law reads, "The Legislature declares that it is the public policy of the State of Montana that non-current records of permanent value to the state should be preserved and protected." The State Archivist is the official charged with preserving these non-current records of permanent value. The job of the State Archives is to secure the transfer of inactive

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provide for their preservation in a place and way that also permits reference use.

What makes a record non-current or of permanent value? The first is fairly easy to define. Usually a record which is looked at less than once per month is considered an inactive or non-current record. Determining permanent value is a little more tricky. No more than 20% of state government records have permanent value. Records of permanent value include those having administrative value, legal value, fiscal value, historical and other types of research value, and "evidential" value. Most people can understand why a document such as the state constitution has both legal and historical value, but the concept of evidential value is harder to grasp. Thinking in terms of public accountability rather than legal evidence makes it easier. The public and the legislature demand that state government does its job well. Thus it is important to save records which prove that government was doing what it was supposed to be doing and was doing it correctly. Records such as administrative correspondence, which discuss policy decisions, or committee minutes, which document why something was done the way it was, have evidential value (as well as legal and research value).

The State Archives provides reference services for both the public and state agencies. Bibliographic control for traditional paper or microfilm records is maintained by the use of "inventories." Subject access was previously provided through a card catalog, which limited the number of subjects that could be indexed. The Montana State Archives is now using a UNIX-based database called STAR which runs on a SUN workstation and provides powerful searching capabilities. We are able to search anywhere in the text of the inventories by key word, saving the need to create time-consuming indexes, and providing greatly expanded retrieval capabilities.

In addition to reference services, the Archives provides a safe, temperature- and humidity-controlled environment. This provides the best protection for paper documents, as well as film and electronic records. The Archives can also be a back-up for important records which the creating office is not ready to give up. A recent fire in the Idaho state capitol caused the loss of valuable information stored in paper

and film. Vital records of this type should have back-ups stored off-site. If the records are of short-term value, the State Record Center is the proper place to store them, but if the records have permanent value, they should be in the State Archives.

One of the jobs of a professional archivist is to decide what records have permanent value. This is often done when records disposal requests are sent through the State Records Committee, or through the development of records retention schedules. Electronic records, whether they are mainframe tapes, PC floppies, or optical imaging CD's, have rarely gone through either process. This is due to a misconception that electronic records are really not records, or because they take up so little storage space, disposing of them has not been a problem. According to Montana law, however, records in electronic media are indeed records and must be dealt with accordingly.

--Kathie Otto, Montana Historical Society

## *Term Contract Status*

### *Micro Term Contracts*

Price list updates are completed for Digital and Dell and nearly completed for ComputerLand. If you haven't yet received copies of the Digital and Dell contracts, or if you have any pricing questions, please call Debbie Owen at 444-1357 or Gary Warren at 444-0515.

## *Microcomputer*

### *TECHTALK*

Here is a great tip that can save you several hours or even several years of your time. It is quite simple and it only takes a few minutes each day or each week to do. Create a backup of your data files! I have spoken to many people who wish they would have created a backup. As it was, they ended up retyping all of the information they lost! For some, this was only

a couple hours of work, but others lost several years' worth of data since there was no backup. There are many software programs on the market that will simplify creating your backup. However, a simple DOS backup is quite easy to do also. You can even add a backup choice on your menu selector to make creating a backup even easier. You will need several blank, formatted diskettes before you start your backup. Make sure you have enough diskettes for all of your data before you start. The syntax for the DOS backup from the DOS prompt is:

**BACKUP C:\\*. \* A: /S**

Will backup the contents of drive C, including all files and subdirectories within it to multiple diskettes on drive A.

**BACKUP C:\FRIDAY A: /S**

Will back up a file named FRIDAY from the current directory on drive C to drive A.

**BACKUP C:\REPORTS A: /S**

Will back up the REPORTS subdirectory, including all files and subdirectories within it, from C to drive A.

It is important to label and number backup disks consecutively. As each disk is filled, BACKUP prompts you for the next disk. When you restore files, you need to insert the backup disks into the disk drive in the same sequence.

There are other optional parameters including /M /A /D /T /L that can be added to the end of the BACKUP command. Explanations on these parameters can be found in your DOS manual.

If your data is stored on a network drive, then it is probably being backed up on a regular basis. You may want to check with your supervisor or network administrator to make sure. If your data is stored on your local hard drive, then it is probably not being backed up unless you are doing the backups yourself.

If you have any questions about creating a DOS backup, contact your microcomputer support personnel or call Irvin Vavriska from End User Computing at 444-2858.

## *End Notes*

### *Submit Articles*

If you wish to submit an article to *News and Views* for publication, the following schedule provides dates that articles must be received by in order to be included in the issues listed below:

April Issue	02/25/92
May Issue	03/23/92
June Issue	04/20/92
July Issue	05/19/92

### *ISD Help Desk - 444-2973*

Have a problem? Need ISD assistance or support for any of your information processing needs--voice or data? The central point of contact is the ISD Help Desk.

1000 copies of this public document were printed at a cost of \$300.00

Distribution costs are \$16.50

Editor: Curt Secker

# Training Information

All classes will be held in the Training Room in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced.

To enroll in a class, send an enrollment application to the Department of Administration, ISD Help Desk, Mitchell Building, Helena, MT 59620. If you have questions about enrollment, telephone the Help Desk, 444-2973. Once you enroll in a class, by mail or telephone call, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.

The classes available and their costs are as follows:

<u>Class Name</u>	<u>Cost</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 75.00	1
Introduction to JCL (Job Control Language)	300.00	4
*Accelerated Introduction to JCL	75.00	1
*Introduction to CICS Programming	575.00	5
*Introduction to IDMS Database Programming	480.00	5
*IDMS ADS/Online	480.00	5
*Introduction to CULPRIT	225.00	3
*Subscribing in CULPRIT	FREE	¼
CULPRIT Programming for IDMS	150.00	2
*Using COMPAREX	37.50	½
*Novell Network Administration	150.00	2
*Using Novell Network	37.50	½
*PC Memory Management Options and Considerations	FREE	¼
*Introduction to SAS: Module 1	18.75	¼
Module 2	18.75	¼
Module 3	187.50	2½
Module 4	37.50	½
Module 5	37.50	½
Beginning Microcomputer Skills	75.00	1
Fundamentals of DOS	75.00	1
*Intermediate DOS	75.00	1
*Windows Purchase, Installation and Use Considerations	FREE	¼
*Windows for the Technical Support Team	150.00	2
*Introduction to Windows	75.00	1
Introduction to WordPerfect (5.0 or 5.1)	112.50	1½
WordPerfect 5.1 Columns and Math Functions	37.50	½
WordPerfect (5.0 or 5.1) Complex Document Functions	37.50	½
WordPerfect 5.1 Tables	37.50	½
Advanced Features of WordPerfect 5.0	112.50	1½
WordPerfect 5.1 Tips and Tricks	FREE	¼
*Spreadsheet Design and Documentation	75.00	1
Introduction to Lotus 1-2-3 (Rel 2.3 or 3.1)	150.00	2
*Conversion from Lotus 1-2-3 Rel. 2.2 to Rel. 2.3	FREE	¼
*Advanced Features of Lotus 1-2-3 (Rel. 2.2, 2.3 or 3.1)	150.00	2
*Freelance	75.00	1
*Lotus 1-2-3 Macros, Release 2.2	150.00	2
*Introduction to Lotus 1-2-3 Database Features	150.00	2

*Introduction to PFS:Professional File, Ver. 2.0	75.00	1
Micro Database Concepts and Design	75.00	1
Introduction to R:Base, Release 3.1	187.50	2½
*Intermediate R:Base (Rel. 3.1)	150.00	2
*Introduction to dBASE III+	250.00	4
State Telephone Training	FREE	¼

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- \* This class is not scheduled during the time covered in this issue.

# Training Calendar

## Data Network/Mainframe Classes

February 7	Introduction to TSO/SPF
February 10 through 13	Introduction to JCL (Job Control Language)
March 23 and 24	CULPRIT Programming for IDMS

## Microcomputer Classes

February 3	Beginning Microcomputer Skills
February 20	Fundamentals of DOS
March 3	Beginning Microcomputer Skills
March 20	Fundamentals of DOS

## Word Processing Classes

February 4, February 5 am	Introduction to WordPerfect 5.0
February 21 am	WordPerfect 5.1 Tips and Tricks
March 5, March 6 am	Introduction to WordPerfect (5.0 or 5.1)
March 17 am	WordPerfect 5.1 Tables
March 18 am	WordPerfect 5.1 Columns and Math Functions
March 26 am	WordPerfect (5.0 or 5.1) Complex Document Functions
March 30, March 31 am	Advanced Features of WordPerfect 5.0

## Spreadsheet Classes

February 18 and 19	Introduction to Lotus 1-2-3 (Rel. 2.3 or 3.1)
March 10 and 11	Introduction to Lotus 1-2-3 (Rel. 2.3 or 3.1)

## Database Classes

February 24	Micro Database Concepts and Design
February 25 and 26, February 27 am	Introduction to R:Base, Release 3.1

## Communication Classes

February 21 pm	State Telephone Training
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## *Data Network/Mainframe Classes*

**INTRODUCTION TO TSO/SPF:** presented by Jane Black Eagle of the Application Services Bureau

**DATE:** February 7, 1992  
**TIME:** 8:30 a.m. to 4:00 p.m.  
**PREREQUISITE:** 3270nd (Interactive Class on Terminal Operation)  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

**INTRODUCTION TO JCL (JOB CONTROL LANGUAGE):** presented by Jane Black Eagle of the Application Services Bureau

**DATE:** February 10 through February 13, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m. each day  
**PREREQUISITE:** Introduction to TSO/SPF  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is designed for programmers, I/O controllers, operations technicians or users of report-writing software who submit jobs on the state's mainframe system.

The course will cover:

- Syntax and coding of IBM Job Control Language (JCL)
- MVS operating system
- Handling datasets and device assignments
- Some of the IBM utilities
- Troubleshooting and interpreting system messages
- Hands-on experience writing and executing JCL

**CULPRIT PROGRAMMING FOR IDMS:** presented by Jane Black Eagle of the Application Services Bureau

**DATE:** March 23 and 24, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Introduction to Culprit Programming, or Culprit programming experience using sequential files; knowledge of IDMS database structure and access is recommended  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover using the Culprit report writer to access an IDMS database. Instruction in database navigation will include using the PATH statement to allow Culprit to retrieve the records automatically and using DB-EXIT to code your own database record lookups. Other topics include checking of path-ids and IDMS status, use of key files to access the database, and tips on the most efficient way to navigate an IDMS database. If you do not have IDMS database experience, introductory materials on IDMS databases are available from Jane Black Eagle at 444-2742.

### *Microcomputer Classes*

**BEGINNING MICROCOMPUTER SKILLS:** presented by the staff of The Computer School

**DATES:** February 3, 1992  
March 3, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** None  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

**FUNDAMENTALS OF DOS:** presented by the staff of The Computer School

**DATE:** February 20, 1992  
March 20, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Beginning Micro Skills and/or 3 months micro experience  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures



## Word Processing Classes

### INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of The Computer School

**DATE:** February 4 and 5, 1992  
**TIME:** 8:30 a.m. to 3:30 p.m. on first day  
8:30 a.m. to noon on second day  
**PREREQUISITE:** Beginning Microcomputer Skills or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. Participants will go through the fundamentals of creating, printing, and editing documents. The class will cover the Setup feature; formatting documents as they are created and after creation; and some time saving features such as spell check, merges, block functions and macros.

### ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of The Computer School

**DATE:** March 30 and 31, 1992  
**TIME:** 8:30 a.m. to 3:30 p.m. on first day  
8:30 a.m. to noon on second day  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

### INTRODUCTION TO WORDPERFECT: presented by the staff of The Computer School

**DATE:** March 5 and 6, 1992  
**TIME:** 8:30 a.m. to 3:30 p.m. on first day  
8:30 a.m. to noon on second day  
**PREREQUISITE:** Beginning Microcomputer Skills or equivalent  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

### WORDPERFECT 5.1 TABLES: presented by staff of the Computer School

**DATE:** March 17, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation of tables in WordPerfect 5.1. Once students practice with WordPerfect's Tables feature they will be able to create and edit large, complex tables and provide automatically for table entries requiring calculation. Students will learn to create tables with text only or with combinations of text and numbers. Students will use math functions and create formulas to generate table entries and will define and generate column totals and row totals.

**WORDPERFECT 5.1 COLUMNS AND MATH FUNCTIONS:** presented by staff of the Computer School

**DATE:** March 18, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the column and math features in WordPerfect 5.1. Students will learn to set up and edit newspaper and parallel columns of various widths and lengths. They will practice editing text or figures in columns without losing the desired layout or visual effect. For column entries requiring calculation, subtotals and totals, students will learn to create and use column definitions, math functions, and formulas.

**WORDPERFECT COMPLEX DOCUMENT FUNCTIONS:** presented by staff of the Computer School

**DATE:** March 26, 1992  
**TIME:** 8:30 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect 5.0 or 5.1  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover Master and Subdocument design as well as creation of tables of contents, lists of tables and lists of figures. Using WordPerfect's Master Document feature allows creation of larger or more complex documents while providing more manageable and editable documents. Examples are reports containing multiple chapters or requiring indices, tables of contents, lists of figures and tables, outlines, headers and/or footers. Students currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that make it easy to generate tables of contents, lists and outlines and to combine subdocuments into a complex master document. Students will learn how to build, edit and expand a master document that includes these various lists of the document's contents.

**WORDPERFECT 5.1 TIPS AND TRICKS:** presented by Brent McAllister of WordPerfect Corporation

**DATE:** February 21, 1992  
**TIME:** 10:00 a.m. to noon  
**PREREQUISITE:** Introduction to WordPerfect (5.0 or 5.1); Advanced Features of WordPerfect (5.0 or 5.1) is recommended  
**LOCATION:** Basement of the Teachers Retirement Bldg.

This free session demonstrates tips and a variety of tricks for using such features as edit, block, tables, columns, tabs, keyboard, merge and sort, graphics, and print. The focus is on some of the more complex desktop publishing capabilities of WordPerfect. The more familiar you are with the basic and some advanced features, the more you will gain from this demonstration. In addition to hands-on practice, there will be a hand-out with detailed instructions for each of the features and tips presented.

## *Spreadsheet Classes*

**INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3 OR 3.1:** presented by the staff of The Computer School

**DATE:** February 18 and 19, 1992  
March 10 and 11, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m. each day  
**PREREQUISITE:** Beginning Microcomputer Skills  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

## *Database Classes*

**MICRO DATABASE CONCEPTS AND DESIGN:** presented by Jane Black Eagle of the Application Services Bureau

**DATE:** February 24, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PREREQUISITE:** Beginning Microcomputer Skills  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to give participants a preliminary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by ISD.

**INTRODUCTION TO R:BASE, RELEASE 3.1:** presented by the staff of The Computer School

**DATE:** February 25 through February 27, 1992  
**TIME:** 8:30 a.m. to 4:30 p.m. on first and second days  
8:30 a.m. to noon on third day  
**PREREQUISITE:** Micro Database Concepts and Design  
**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will give participants hands-on experience creating a database and developing a simple application with R:Base 3.1. The application will include database updates, queries, and simple form and report generation. The R:Base menu system will be used to develop the application. This class will not cover the R:Base command mode or programming other than menu system application development.

## *Communication Classes*

**STATE TELEPHONE USER TRAINING:** presented by the staff of the Telecommunications/Network Services Bureau

**DATE:** February 21, 1992

**TIME:** 1:30 to 3:30 p.m.

**PREREQUISITE:** None

**LOCATION:** Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. The different calling capabilities available and the dialing plan will also be discussed. This is an interactive class combining demonstrations with hands-on use of the features and the dialing plan.

*ISD CLASS ENROLLMENT APPLICATION*  
*COMPLETE THIS APPLICATION IN FULL AND*  
*RETURN IT TO THE INFORMATION SERVICES "HELP DESK"*  
*PRIOR TO THE FIRST DAY OF CLASS*

COURSE DATA

Course Requested: \_\_\_\_\_

Date Offered: \_\_\_\_\_

STUDENT DATA

Name: \_\_\_\_\_

Soc Sec Nbr (for P/P/P): \_\_\_\_\_

Agency & Division: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How have you met the required prerequisites for this course? Explain giving the class(es) taken, tutorial(s) completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BILLING INFORMATION/AUTHORIZATION

ISD Billing Number (5 digits): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS  
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE  
THE START DATE OF THE CLASS.**

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